



CITY OF PLEASANT HILL

BUSINESS LICENSE APPLICATION

Return this form with Tax to:
City of Pleasant Hill
Business License Dept.
100 Gregory Lane
Pleasant Hill, CA 94523-3323
(925) 671-5234

☐ RENEWAL

☐ NEW BUSINESS

Please type or print.

Make changes in printed information where necessary.

IF YOU ARE NO LONGER CONDUCTING BUSINESS IN PLEASANT HILL, SIGN HERE _____

DATE OUT OF BUSINESS _____ (RETURN SIGNED FORM TO THE CITY)

BUSINESS NAME _____ NO. OF PEOPLE WORKING AT THIS LOCATION (FT & PT) _____

BUSINESS LOCATION (Complete Address, City, State, Zip) CANNOT BE A P.O. BOX.

BUSINESS TELEPHONE _____ OWNER'S HOME TELEPHONE _____ DATE BUSINESS STARTED IN PLEASANT HILL _____

BUSINESS OWNER _____ OWNER'S SOCIAL SECURITY NUMBER _____

HOME ADDRESS (Complete Address, City, State, Zip)

IS APPLICATION FOR ☐ SOLE PROPRIETORSHIP ☐ PARTNERSHIP ☐ CORPORATION ☐ LLC ☐ TRUST ATTACH SEPARATE LIST IF NECESSARY
(LIST ALL PARTNERS) (LIST OFFICERS & TITLES)

NAME/TITLE _____ ADDRESS _____ (AREA CODE) PHONE _____

NAME/TITLE _____ ADDRESS _____ (AREA CODE) PHONE _____

Email: _____ Website URL: _____

RESALE NUMBER (BOARD OF EQUALIZATION) _____ STATE EMPLOYER I.D. # _____ FEDERAL EMPLOYER I.D. NUMBER _____

TO CALCULATE YOUR TAX, USE CATEGORY

IN SECTION C (OVER)

MAILING INFORMATION

ATTENTION

NAME

ADDRESS

CITY, ZIP

PLEASE CHECK APPROPRIATE BOXES:

- YES NO
- ☐ ☐ Are you renting Commercial Property to a business? If yes, complete back of application (Section A).
- ☐ ☐ Do you pay rent for office, work station, storage, etc. space? If yes, complete back of application (Section B).
- ☐ ☐ Will business be conducted in your home? (Home Occupation Permit will be required if in Pleasant Hill; Call Planning Dept. at 671-5209)
- ☐ ☐ Do you lease equipment from others? If yes, complete back of application (Section B).
- ☐ ☐ Do you have any coin-operated machines (any type) on premises? If so, how many? Vending Business License # _____

STATE MANDATED SB1186

"Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:"

The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx

The Department of Rehabilitation at www.rehab.cahwnet.gov

The California Commission on Disability Access at www.cdda.ca.gov

DESCRIPTION OF BUSINESS

AFFIDAVIT: I hereby declare under penalty of perjury, that the reported information is true and correct to the best of my knowledge.

SIGNATURE _____ DATED _____

AVOID PENALTIES - FILE PROMPTLY

ALL BUSINESSES ARE SUBJECT TO AUDIT

OFFICE USE ONLY - FINANCE DEPT.

RECEIVED BY _____ DATE _____ HOME OCCUP. REF'L ☐
POLICE REF'L ☐

AMOUNT _____ RECEIPT # _____ CASH ☐
CHECK ☐

SIC CODE _____ LICENSE # _____ AUDIT _____

COMMUNITY DEVELOPMENT & POLICE DEPTS./OTHER AGENCIES

ZONING _____ LAND USE _____ HOME OCCUPATION _____

POLICE _____ HEALTH DEPT. _____

A If you rent commercial property to a business, please list the names of all the businesses you are renting space to on the lines provided.

B List below the names and addresses of **①** Person(s) from whom you rent space (office, workstation, storage, etc.) **②** Owners of coin operated machines located on your business premises and/or **③** Owners of equipment you lease. (Specify **①**, **②**, or **③**)

CALCULATION OF TAX

C Find your category on the front of this application, just above the mailing address. Enter requested data for the appropriate category only. Using the separate Tax Schedule, determine your tax and penalty, if any, and enter them on the appropriate lines in Section D below.

CATEGORIES 01, 02, 05, AND 17

Applicants in business less than 12 months in the prior year shall compute gross receipts on an estimated 12 month basis.

	Amt. of Gross Receipts
01 - Retail/Wholesale/Service Real Estate Agents/Brokers	\$ _____
02 - Vending / Amusement	\$ _____
05 - Service By Vehicle* * See Tax Schedule for definition of Service by Vehicle and instructions for reportable gross receipts.	\$ _____
17 - Land Leases	\$ _____

CATEGORY 03: See definition of Professionals on Tax Schedule

03 - Professionals: You may choose the option that results in the lower tax.

OPTION A: Gross Receipts Amt. \$ _____

Refer to category 01 on the Tax Schedule to determine tax.
(If no gross receipts, you must use option B)

TOTAL TAX, OPTION A \$ _____

OPTION B: Refer to category 03 on the Tax Schedule to compute tax.

IMPORTANT: See definitions enclosed.

_____ Number of Professionals	x \$ _____	= \$ _____
_____ Number of Associates	x \$ _____	= \$ _____
_____ Number of Employees	x \$ _____	= \$ _____
State Mandated Fee SB1186		\$1.00
TOTAL TAX, OPTION B		\$ _____

CATEGORY 06:

06 - Administrative Office: Refer to Tax Schedule to compute tax.

IMPORTANT: See definitions enclosed.

_____ Number of Professionals	x \$ _____	= \$ _____
_____ Number of Associates	x \$ _____	= \$ _____
_____ Number of Employees	x \$ _____	= \$ _____

CATEGORIES 07, 41, and 42: See instructions on separate Tax Schedule

07 - Non-Residential Rental Property	State Mandated Fee SB1186	\$1.00
	_____ Sq. Ft. x \$ _____	= \$ _____
41 - Apartments	_____ No. of Units x \$ _____	= \$ _____
See Tax Schedule for prorating instructions.		
42 - Hotels / Motels	_____ No. of Rooms	

CATEGORY 08:

08 - Miscellaneous	_____ Description of Business
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CATEGORY 11:

11 - Manufacturing Flat Fee	\$ _____
_____ No. of Employees x \$ _____	= \$ _____

TOTAL TAX \$ _____

CATEGORIES 99 and 230:

Exempt and Non-Profit, respectively
Exempt from payment of tax, but must file this form.

D ALL CATEGORIES PLEASE COMPLETE:

TAX	\$ _____
PENALTY, If any (see below)	\$ _____
State Mandated Fee SB1186	\$1.00
AMOUNT ENCLOSED	\$ _____

* WE DO NOT INVOICE — PLEASE ENCLOSE PAYMENT
* BE SURE TO COMPLETE ENTIRE APPLICATION
* SIGN AND DATE FRONT OF APPLICATION

COST OF LIVING:

The Business License Ordinance provides an annual adjustment in License Tax based on the Consumer Price Index.

PENALTIES FOR LATE FILING: LICENSE TAX IS DUE JANUARY 1 AND BECOMES DELINQUENT ON FEBRUARY 1. PENALTIES ARE 20% PER MONTH OR PORTION OF A MONTH DELINQUENT, UP TO 100%. SEE RATE SCHEDULE FOR PRORATIONING OF ANNUAL RATE.